

**HOUSING REHABILITATION**  
**Project Packet Cover Sheet**

**Participating Municipalities:** \_\_\_\_\_

**1. Name of Project:** \_\_\_\_\_  
*(If proposing more than one Housing Rehabilitation project/program, please complete a project packet for each proposed project. 7 pages per packet.)*

**2. Project Description:** Please provide a summary of the proposed project. The summary should include a detailed scope of the total project, including the non-CDBG funded components. For regional and joint applicants list, the amount of funds allocated per community for the project(s). This description will be used to confirm overall project feasibility.

**3. National Objective: select a) or b)**

a) Benefit to low and moderate income persons \_\_\_\_\_  
• For this national objective, estimate the number of low and moderate income persons to benefit from Project (please provide number, not percentage) \_\_\_\_\_

b) Elimination of slums or blighting conditions:                      Area                      Spot                      Ÿ

**4. Project Budget Information:**

CDBG project cost:	\$ _____
CDBG delivery cost:	\$ _____
<b>Total CDBG cost:</b>	<b>\$ _____</b>
Other funds (if applicable):	\$ _____
<b>Total Project Cost:</b>	<b>\$ _____</b>

Cite sources of other project funds: \_\_\_\_\_

Maximum amount of CDBG dollars per unit: \$ \_\_\_\_\_

**5. Total number of units to be rehabilitated:** \_\_\_\_\_

**6. Types of units to be assisted (single family, multi-unit, owner occupied, investor owned):** \_\_\_\_\_

**7. Types of assistance to be provided (loans, grants):** \_\_\_\_\_

**8. Who will manage/implement the Project?** \_\_\_\_\_

<b>Project Budget: HOUSING REHABILITATION:</b>				
<b>Project # _____</b>	<b>Estimated Cost Per Project (\$)</b>	<b>CDBG Cost (\$)</b>	<b>Other Funding Sources (\$)</b>	<b>Total Cost (\$)</b>
Loans/grants <sup>1</sup>	\$	\$	\$	\$
Project Delivery costs <sup>2</sup>	\$	\$	\$	\$
<b>Project Totals<sup>3</sup></b>	\$	\$	\$	\$

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<sup>1</sup> Budget should include temporary relocation, if applicable.

<sup>2</sup> Project delivery costs are costs to deliver project services, such as the site inspections done by the housing rehabilitation specialist. Project delivery costs are not considered general administrative costs.

<sup>3</sup> Project total for budget form will equal the Budget Summary Sheet.

### **THRESHOLD QUESTIONS:**

- 1. Identify the National Objective that will be met by the project.** Describe in detail how your project will meet a national objective and how it will be documented. (See page 70 for National Objective guidance and page 81 for the National Objective question.)
- 2. The project must be eligible for CDBG assistance.** Identify the type of project and cite the applicable provision of Section 105(a) of Title I, Housing and Community Development Act of 1974, as amended. (See Appendix A and pages 52-54 for eligibility guidance.)
- 3. Demonstrate project consistency with the following:** Please provide a Community Development Strategy that includes the proposed project. (See “Guidance on Scored Questions” section and page 81 for the question.)

### **Project Need - 20 Points**

#### **4. What is the need for the proposed project/program?**

The need for the project will be evaluated upon the extent to which the response meets the following criteria:

- a) Severity of need: examples of information to demonstrate severity of need include, but are not limited to, characteristics and current needs of the target area/properties and target population, such as renter and owner economic characteristics. Evidence to support need can include condition of housing stock, code violations, windshield surveys, foreclosure rates, and board of health citations. Applicable photographs must be included in appendix (10 points)
- b) Need for CDBG funds and documentation of efforts to obtain other funds to accomplish this project: examples of information to demonstrate need for CDBG funds include, but are not limited to, efforts to obtain non-CDBG funding from appropriate sources (e.g., bank commitments, other public or private resources) to address the identified needs. Document successful and unsuccessful efforts to secure other funds. (2 points)
- c) Demand for a housing rehabilitation program: examples of information to demonstrate demand include, but are not limited to, surveys, inquiries, waiting lists, and past participation. (6 points)
- d) Community Involvement and Support: community shall demonstrate and document the community and target population’s involvement in the development of this project/program and how this community participation process resulted in support for the project/program. (2 points)

## **Project Feasibility - 20 Points**

### **5. Why is the proposed project/program feasible?**

The feasibility of the project will be evaluated upon the extent to which the response meets the following criteria:

- a) Readiness of program: examples of information to demonstrate readiness include, but are not limited to, identification of all permits (i.e., environmental, health, safety, building, zoning), marketing strategy, participant selection process, rehabilitation standards and eligibility criteria; bidding and contracting process. The availability of all other funds/resources needed to complete the project must be documented. (6 points)
- b) Forms of financial assistance to be provided (loans, grants, or combination), and how this funding mechanism, as well as, the community's anti-speculation recapture plan and subordination and refinancing policies best meets the described needs. (6 points)
- c) Reasonableness of project funding: examples of information to demonstrate reasonableness include, but are not limited to, current detailed cost estimates, comparable examples, qualifications of the person who prepared the estimates; an explanation of all sources and uses of funds, and the process used to determine that the costs are reasonable, and a viable contingency plan for cost overruns that does not include CDBG funds (excluding program income). (6 points)
- d) Completeness and reasonableness of timeline: examples of information to demonstrate the feasibility of the timeline include, but are not limited to, description of project milestones including environmental review and permitting; time required to accomplish each milestone; how all components will be completed within the stated timeframe. (2 points)

## **Project Impact - 15 Points**

### **6. What will be the impact of the proposed project/program?**

The program impact will be evaluated upon the extent to which the response meets the following criteria:

- a) Resources leveraged: Provide documentation of resources leveraged directly for this project, which may include, but is not limited to, funding from other sources, bank credit and at favorable or discounted terms, equity, volunteer efforts, and staff/in-kind contributions. Must include a written commitment for all leveraged resources. (2 points)
- b) Impact of the proposed project on the target area or target population: Describe how the housing rehabilitation program will assist the neediest clientele by rehabilitating the most distressed properties and correcting the

maximum number of code violations. Examples of information to demonstrate impact include, but are not limited to, direct and indirect benefit to beneficiaries; quality of life considerations; economic viability; neighborhood stabilization; and the quantitative and qualitative measures the community will use to assess the benefits of the program. For previously funded programs, please provide a qualitative and quantitative analysis of the impact of this program upon the target population and/or area. (8 points)

- c) The degree to which the project is consistent with the Sustainable Development Principles listed in Exhibit 5 of the One Year Action Plan. (5 points.)

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